

POLICE LIEUTENANT
(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the major duty of which is assisting a superior officer in managing the activities of an assigned shift, service, or division of department operations. Lieutenants observe police officers and subordinate supervisors at their duty posts and offer advice and assistance to assure correct performance of duties. Lieutenants also assist in performing administrative and public relations duties. Employees of this class work with a high degree of independence, receiving general work assignments and having work reviewed by the superior officer who is commander of the area assigned. This class ranks directly below that of Police Captain.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists a superior officer in managing the work of an assigned area of department operations, including all employees, equipment, and activities in that assigned area. Determines how to organize the assigned services, including how to deploy assigned personnel.

Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or for action to be taken.

Reviews incoming communications, makes assignments to staff or writes comments and notes as necessary in order to route work to the appropriate person or location. Studies new laws, regulations, ordinances and court rulings relating to police department operations to determine if changes in department policies and procedures are needed.

Supervises the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and periodically inspecting systems and facilities for maintaining such. Writes reports.

Answers telephone inquiries about the operations of the police department or any related areas of law enforcement operations.

Supervises subordinates employees; reviews their work performance and discusses this with them. Writes employee

evaluation reports. Provides assistance to subordinates in technical areas of work; counsels employees who are experiencing work problems. Resolves employee complaints and grievances. Maintains discipline among employees of the department.

Provides on-the-job training for new employees. Serves as an instructor for formal training provided by the department.

Performs, and supervises employees who are performing, law enforcement duties such as patrol operations, special tactical operations, criminal investigations, collection and protection of evidence, and traffic control and accident investigation.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of appointment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in good standing in the class of Police Sergeant.

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| LC | 01-17-66 |
| Rev | 06-13-75 |
| | 10-18-90 |
| | 05-05-95 |
| | 01-28-00 |
| | 12-03-04 |